

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES  
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

**SPECIAL PROJECTS PROGRAM MANAGER**

Program Administration Manager III

Position # 00078

Pay Band 6 Level I Hiring Range: \$54,580 - \$85,000

**Closing Date: January 19, 2015**

Exciting opportunity to lead, manage, and coordinate the daily activities of the Governor's Access Plan (GAP) as well as other integrated care projects as a member of the Integrated Care and Behavioral Health (ICBH) team. This health care professional is critical to ensuring the success of ICBH program initiatives. Responsible for project management, conducting trend analysis, leading and attending meetings, analyzing report data, and recommending new policies in keeping with program development and operational needs and regulatory requirements. Interested applicants must have considerable knowledge of Medicaid, including integrated care programs, and related policies and procedures. Requires working knowledge of medical, and behavioral health terminology and standards of care. Applicants must demonstrate ability to conduct presentations, convert or format material to meet policy/work requirements, and maintain flexibility as priorities change. Must have demonstrated ability to manage time sensitive, large scale projects and/or programs, and analyze and report on qualitative and quantitative data. Requires proven ability to interact in a positive, team-oriented manner with the ability to communicate, verbally and in writing, with multi-levels of staff, contractors, and stakeholders. Prefer experience with services and/or project management for vulnerable populations. Must be proficient using the PC with database management, presentation, spreadsheet, and word processing software. Prefer Bachelor's degree or higher with major coursework in human services. This position is required to complete a Statement of Economic Interests annually.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA